

WIC Competent Professional Authority (CPA)

Summary: Assess nutritional needs, develop risk code educational plan, assign appropriate food package, and make referrals as warranted.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Compile client's nutritional health history or check that client has already completed forms.
2. Perform basic medical tests on clients including hemoglobins, anthropometric measurements (height, weight and head circumference). If tests were performed previously, CPA must assess the provided lab report.
3. Interview WIC client/guardian, obtain diet recalls, identify nutritional needs, evaluate nutrition status and risk factors, determine specific food package, develop risk code educational plan, and refer problem cases to Registered Dietician. and/or WIC Coordinator.
4. Conduct secondary nutrition education sessions, evaluates and documents results.
5. Explain the WIC food coupon program to clients, including the use and redemption of coupons at grocery stores.
6. Assist in selection and preparation of teaching aids, especially secondary information.
7. Assist in maintaining records of WIC clients as required by state and federal guidelines.
8. Promote and support breastfeeding for WIC infants.
9. Complete forms and authorization for all formula changes with the exception of Class III formulas.
10. Compile information for RD regarding High Risk clients and carries out follow-up plan.
11. Oversee and train Nutrition Aides and Volunteers.
12. Complete cleaning and maintaining of lab equipment including calibration of Hemocue.
13. Oversee completion of Monthly Newsletter and Bulletin Boards.
14. Enter WIC data into M-TRACX State Computer System

Education and/or Experience:

Bachelor's Degree in Food, Nutrition or Dietetics from an accredited university. Bilingual skills preferable.

Knowledge/Skills/Experience:

1. Ability to communicate effectively and respectfully.
2. Ability to pay close attention to detail, organize, prioritize and work independently.

3. Possess basic computer skills.
4. Possess a high degree of integrity and respects confidentiality.
5. Ability to work with a culturally and economically diverse population.
6. Ability to function effectively in a multi-tasked atmosphere.

How to Apply: Please apply at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fhckzoo&jobId=32682&lang=en_US&source=CC3

Contact Information:

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